

Planning Systems Coordinator

Dept: Planning and Zoning

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled technical work managing work flow and office procedures for central permitting operations, training property development technicians, auditing permitting files, overseeing the watershed management program, reviewing and approving surveys, and related work as apparent or assigned. Work is performed under the general direction of the Planning and Zoning Director. Systems supervision is exercised over all operations within the division.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Manages internal department operations to ensure compliance with applicable regulations.
- Coordinates and administers technical reviews.
- Maintains department internal audit system.
- Provides technical support to the Director with staff recommendations, budget preparation and ordinance writing.
- Coordinates operations with other departments.
- Serves as plat review officer for county board.
- Provides information and explanation of county policy and regulations to citizens.
- Serves as clerk to the Planning Board.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of municipal ordinances governing planning related codes; thorough knowledge of routine legal procedures as related to the enforcement of laws and ordinance; thorough knowledge of site development plans as they pertain to planning and land use management; thorough knowledge of the principles and practices of planning; thorough knowledge of standard office equipment and applicable hardware and software; thorough skill completing plans review and creating reports to show in court; thorough skill operating standard tools of the trade; ability to give direction and evaluate work of subordinate staff; ability to understand governmental accounting practices in maintenance of financial records; ability to organize and prioritize work; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in person; ability to prepare concise reports; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, county officials and the general public.

Education and Experience

Associates/Technical degree with coursework in planning, or related field and one to three years experience working in planning in the government sector, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date